

**State of Georgia
Record Series Profile
Records Retention Schedule**

Application #: 970221-03

Sheet: 1 of 1

Schedule #: 74-0055A

Effective Date: 03/20/97

Supersedes Schedule #: 77-55A

Effective Date: 10/19/85

Agency Code: 0484

Agency: Department of Transportation

Creating Office: Administrative Division

Series/Title Dates: Equipment Monthly Usage Report File, 1969 - [Ongoing]

Access: Open

Class: Individual

Function Documented: Department of Transportation cost accounting system for all equipment.

Consists of: State-owned equipment monthly usage report (DOT Form 497).

Arrangement: Chronologically by fiscal year.

Media: Paper

Retention


Requirements: Federal Law: Three (3) years (FHPM Vol. 1, Chapt. 6, Sect. 2)

Disposition Instructions: Cut off files at end of each fiscal year:
District Offices, Office of Equipment Management, Office of Materials and Research, and Maintenance Activities Unit:
Hold in current files area one (1) year;
Transfer to local holding area;
Hold two (2) years;
Destroy.

Cost Accounting Unit:

Hold in current files area one (1) year;
Transfer to State Records Center;
Hold two (2) years;
Destroy.

This record series profile gives the records retention plan and disposition instructions approved by the State Records Committee for the named record series by the named creating offices.


Edward Weldon
Secretary of State Designee


7/23/97
Date

EQUIPMENT MONTHLY USAGE REPORT FILE (DOT 497)

Approved disposition instructions for schedule 74-55A should be amended as follows:

The original copy will be filed by the office responsible for the CAMS data entry for the following offices:

District offices, Office of Equipment Management, Office of Materials and Research, Maintenance Activities Unit and the Cost Accounting Unit.

All of the above offices except for the Cost Accounting Unit should follow the following disposition instructions:

File series be cut off at end of fiscal year; hold in current file area one year; then transfer to local holding area; hold two years; then destroy.

General Accounting - Cut off file at end of each fiscal year; hold in current files area one year; transfer to State Records Center; hold two years; then destroy.

Office Head:

John M. Linder

Date: 2-12-97

Records Management Analyst:

Martha B Lane

Date: 2-12-97

2377 800806-02
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address Department of Transportation No. 2 Capitol Square Atlanta, Georgia 30334-1002	FOR RECORDS MANAGEMENT USE	
Application Date			Application Number	74-55-A
Application Number			Date Received AUG 6 1985	Date Completed OCT 9 1985
2. Person to Contact Annette Mitchell		Working Title Principal Accountant	Telephone Number 656-5256	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-55 Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest 1969 To date		5. Records Series Title (followed by title used in office, if different) Equipment Monthly Usage Report File		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? DIVISION OF ADMINISTRATION PROVIDES STAFF SUPPORT TO THE DEPARTMENT IN THE AREAS OF GENERAL ACCOUNTING; AUDITS AND FISCAL PROCEDURES; PERSONNEL AND TRAINING; CONTRACTS PROCUREMENT AND ADMINISTRATION; EQUIPMENT CONTROL; PURCHASING; COST ACCOUNTING; GENERAL FILES; RECORDS MANAGEMENT; DEPARTMENT BUDGET; SAFETY RISK OPERATIONS AND TELECOMMUNICATIONS; INVENTORY AND WAREHOUSE CONTROL; LEGAL AFFAIRS AND TOLLWAYS. GENERAL SUPPORT SERVICES IS RESPONSIBLE FOR CONTRACT PROCUREMENT AND ADMINISTRATION; EQUIPMENT CONTROL; PURCHASING; COST ACCOUNTING; GENERAL FILES; RECORD MANAGEMENT; DEPARTMENT BUDGET; SAFETY AND RISK OPERATION; TELECOMMUNICATIONS; HEATING AND AIR CONDITIONING; WAREHOUSE; LEGAL AFFAIRS AND TOLLWAYS. COST ACCOUNTING RESPONSIBLE FOR VEHICLE COST AND INVENTORY CONTROL.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Documents relating to a cost accounting system for all equipment. Included is a State-owned Equipment Monthly Usage Report (DOT 497). Included are: File is arranged: File is arranged chronologically by fiscal year.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old 10; Seven to twelve months old 1; Thirteen to twenty-four months old _____; twenty-five months and older _____?				
9. Annual Rate of Accumulation of Records Letter-size drawers 10; Legal-size drawers _____; Shelves _____; Other (specify) _____				

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? District Office
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ 3 _____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ 3 _____ years.
c. Federal law	_____ 3 _____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal Law requires project related cost accounting records must be retained 3 years after the fiscal or calendar year in which the file was created.

FHPM Volume 1 Chapter 6 Section 2

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

General Accounting - Cut off file at end of each fiscal year; hold in current files area 1 year; transfer to State Records Center; hold 2 years; then destroy.

District Office - Cut off file at end of each fiscal year; hold in current files area 1 year; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>John L. Sykes</i>	7-31-85	<i>Martha B. Beck</i>	7/30/85
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	8/20/85
		Secretary of State/Designee	8/12/85
		Attorney General/Designee	10/18/85



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 2/21/74		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received FEB 21 1974 Application No. 74-55 Date Completed MAR 1 1974	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration Office of General Accounting Atlanta, Georgia		4. Person to Contact Ken Lewis	
				5. Working Title Acct. I.	
				6. Tel. No. 656-5255	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1969 - To Date		9. Exact Series Title Equipment Monthly Usage File			
10. What is the function of the office in which this record series is created The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to a cost accounting system for all equipment. Included is State-Owned Equipment Monthly Usage Report (DOT 497). File is arranged chronologically by fiscal year.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		20		10 15	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				24	
				This Year's	Last Year's
				Preceding Year's	All Prior Year's
				AVERAGE DAILY REFERENCES	
				1/mo.	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [XX] []
14. Is there a duplication of this series in another office or agency? [XX] []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [XX] []
16. Does the series contain classified information requiring security handling? [] [XX]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [XX]
18. Could the function be performed if the files were lost or destroyed? [] [XX]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [XX]
20. Does the record series provide data as input to an EDP file? [XX] []
21. Does the record series contain documentation produced as EDP printout? [] [XX]
22. Has the Federal Government issued instructions governing retention/disposition of these files? [XX] []
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [XX]

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [X] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

FHWA PPM 30-9

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

-[] CALENDAR YEAR -[X] FISCAL YEAR -[] Other then:

- [] Hold in the current files area month(s)/ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [X] Other: (Specify)

General Accounting: hold in current files area 1 year; transfer to Record Center; hold three years; then destroy.

District Offices: hold in current files area 1 year; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Office

M. Bradford 2/21/74

26. Recommendations in Paragraph 25 are:		[] Approved	[] Disapproved	Head of Agency/Designee	Date
State Records Committee	State	[X] Approved	[] Disapproved	<i>William M. [Signature]</i>	2-28-74
	Records	[X] Approved	[] Disapproved	<i>Carroll Hart</i>	2-26-74
	Committee	[X] Approved	[] Disapproved	<i>[Signature]</i>	2-28-74